

**HOLY CROSS COLLEGE (Autonomous)**

**Nagercoil - 629 004, Tamil Nadu, India**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

**Accredited with A<sup>+</sup> Grade (CGPA 3.35 - 4<sup>th</sup> Cycle) by NAAC**

**An ISO 9001:2015 Certified Institution**



## **APPOINTMENT POLICY**

**POLICY FOR THE SELECTION, APPOINTMENT AND PROMOTION OF THE  
TEACHING AND NON – TEACHING STAFF FOR THE COLLEGE AS PER THE  
DIRECTIVES OF EDUCATION POLICY OF INDIAN PROVINCES AND IN  
ACCORDANCE WITH GOVERNMENT NORMS**

**Aim:**

The Institution envisions the formation of harmonious individuals with global competencies who would uphold ethical values of love, truth, justice and training them as transformative and empowered women with innovative skills for societal change.

**Objectives:**

- To develop academically excellent individuals dedicated to the pursuit of education.
- To nurture participatory leadership and promote social consciousness and responsibility.
- To train and empower women to become competent, committed, and compassionate individuals.
- To create global professionals and entrepreneurs with innovative skills and zeal.

**1. Purpose:**

- To identify capable individuals who embody our vision and are endowed with moral integrity, intellectual acuity, ethical strength, social consciousness, scientific orientation, willing for national participation, and contribution to societal change.
- To select young aspiring women with the ability for adapting to technological advancements, supported by the collaborative efforts of the management in pursuit of excellence.
- To establish suitable terms and conditions of employment and ensure that the employees understand all the clauses of the terms of employment and adhere to the same while in the service of the organization.

**2 Planning for Personnel**

2.1 The number of personnel required for every academic year shall be determined for every section, (staff) and departments(faculty), keeping in mind the plans for the academic year as determined by the Principal/ Secretary.

2.2 An annual exercise will be initiated by the Principal during the month of April after finalizing the overall academic plan for the following year. The Secretary shall facilitate the process for the required personnel the existing courses and for proposed additional courses.

2.3 The approval form for selection based on the proposal given by UGC / Tamil Nadu Government will be validated by the Principal/ Secretary and approved by the Chairperson.

2.4 Before recruitment an application form would be filled by the job seeking individuals validated by Office Superintendent and approved by the Principal and Secretary based on the approved plan.

### **3. Criteria for selection and appointment**

3.1 The institution follows the guidelines of UGC/TN Govt. G.O. (Ms) No.05. Dated 11.01.2021 for appointment of faculty and staff.

3.2 Applications will be called for candidates through advertisements in local and national dailies.

3.3 The selection of candidates is based on merit only.

3.4 After the interview the selected candidates will be appointed after scrutiny of required documents.

### **4. Preliminary steps for selection**

4.1 The list of staff retiring from the institution within a period of five years is submitted to the President and her team and to the Coordinator of the Education Commission of the Province.

4.2 Whenever there is Centralized Selection of staff, the Secretary who is the Vice President of the Governing Body of the College sends out interview cards to all candidates who fulfil eligibility requirements and have properly applied.

4.3 The advertisement for recruitment will mention that candidates awaiting for the results of their qualified examination are not eligible to apply.

4.4 Candidates known for misconduct and of undesirable character shall not be considered for the interview. The Secretary will inform the Province Councilor in charge of Education if she has any such verified information before sending the interview letter.

4.5 As for the sisters of the congregation, they are assigned by the President and her team to our Institution and the Secretary appoints her. Since 2021, as per the guidelines of UGC/TN Govt. G.O. (Ms) No. 05. Dated 11.01.2021, the institution follows the same norms for sisters as applicable to other candidates.

## **5. Guidelines for the Appointment of Aided Staff As per Crossion Policy:**

The effectiveness of education imparted in the College depends greatly upon the academic caliber and moral fiber of the staff who are appointed in the institution. Hence utmost care is taken in the selection and appointment of staff according to the following guidelines

### **5.1 Teaching**

- 5.1.1 Appointment of Sisters as Principal/ Lecturers/Administrators in permanent vacancies is primarily determined by the needs of the management and regulations prescribed by the directives of the Education policy of the Indian Provinces and prescribed rules in accordance with State Government and the UGC for aided vacancies.
- 5.1.2 Selection is to be based on the eligibility rules fixed by the Higher Education Department/University and according to the existing norms fixed by the College committee.
- 5.1.3 Quality and Academic Excellence of the applicants are the primary criteria for appointment. However Catholics and Dalit Catholics are given preference among those rank equal in academic qualification and performance in the interview. However consideration may be given to the local people without prejudice to the quality consideration.
- 5.1.4 Transfer of staff from one institution to another under our management is not encouraged. However, the President could make exemptions.
- 5.1.5 The policy aims adhere to a fair distribution of employment opportunities among diverse but competent individuals.
- 5.1.6 Staff employed in self finance courses may be allowed to appear for if interviews in segment of the college when regular vacancies arise.
- 5.1.7 In the event of death, resignation, voluntary retirement or retirement, posts shall not be given to legal heirs as a matter of right.
- 5.1.8 Those who are sent out due to disciplinary action in one institution will not be called and allowed to attend interview in a other institutions run by the congregation. Such

cases must be brought to the knowledge of the Secretary/ Principal concerned. They will intimate the other institution about such individuals.

- 5.1.9 During the probationary period, the performance of the probationer is carefully observed and assessed by the college Management Committee.
- 5.1.10 Periodical monitoring and assessments are to be done and proper records have to be maintained for every feedback collected through observations from the day of appointment.
- 5.1.11 At the end of the first year, if the management is not satisfied with any appointees performance, termination is recommended.
- 5.1.12 If a faculty is permitted to continue for another year, it will be done only after obtaining written consent accepting the conditions prescribed by the management from the particular faculty.
- 5.1.13 Feedback in terms of teaching ability, use of technical skills, interpersonal relationship, participation in curricular and co-curricular activities etc. from college/department/students would facilitate objectivity in confirmation of appointments.
- 5.1.14 Documents on oral and written warnings to be maintained to pursue any disciplinary action.
- 5.1.15 The above stipulation (4.1.14) is applicable not only for newly appointed staff but for all the staff of the institution.
- 5.1.16 Encourage all the newly appointed staff to complete the NET/SET/Ph.D/Post Doctorate, that are the necessary qualification prescribed by the State Government/UGC
- 5.1.17 Merit and competency are the main criteria, work experience, additional qualification, achievements, publications, projects, patents and special talents will be taken into consideration during selection.

## **6 Recruitment and Selection**

### **6.1 Criteria for recruitment process (aided staff)**

The selection of the staff is based on certain criteria. An objective criterion is followed for distribution of marks. A model for distribution of marks is given in the Appendix I as per API score of G.O.(Ms.) No.5 Dated 11.01.2021. Apart from that the following (Crossion Policy) finds a place in the assessment of the candidate namely

### 6.1.1 Qualification - Basic and Additional

- Knowledge of the subject
- Teaching/ Technical Skills
- Moral and values
- Integrated personality
- Catholic Preferable
- Academic Performance
- Interview Performance
- Aptitude and Subject oriented test
- Since the college is a minority Institution, the College Committee approves that the management and the Secretary shall fill the vacancies as per Government norms.

6.1.2 Advertisement is given in prominent 2 dailies (1 English, 1 Tamil) and sponsorship list from the employment exchange is got.

6.1.3 UGC and State Government regulations are followed for qualification and the constitution of the panel.

6.1.4 College has to get approval from the affiliated university for the list of panel members.

6.1.5 A date is fixed for the interview and the interview cards are sent to the candidates 10 days before the date of the interview. Both, employment exchange sponsored candidates and the respondents through advertisements are called for the interview on the same day.

6.1.6 The selection is as per the UGC regulations as approved by Management Committee.

6.1.7 The candidates selected by the panel are to be approved by the college committee.

6.1.8 After obtaining qualification approval from the university the appointments are confirmed by the directorate of Collegiate Education.

6.1.9 Recruitment will be initiated by the Secretary based on the approved Manpower required for the post.

6.1.10 Mode of calling for recruitment applications is Advertisement through local dailies.

6.1.11 Any mode that has cost implications shall be decided by the chairperson based on recommendations from the Principal/ Secretary.

6.1.12 Initial sourcing, screening and preliminary interview shall be done by the Secretary.

6.1.13 The technical and written tests shall be administered by the Secretary and the final interview will be held in the presence of Management Committee and the panel members.

6.1.14 All interviews conducted by the HOD, Principal and Secretary shall be recorded in the Interview Evaluation Sheet as per the prescribed format.

## **6.2 Selection Procedure:**

A panel of list consisting of subject experts within and outside the Universities are forwarded to the Register of Manonmaniam Sundaranar University, Tirunelveli. After getting approval from the University, the Secretary of the college select the panel members for interview and selection of the staff.

6.2.1 The questions are collected from the subject experts of within and outside University areas and consolidated. After that an aptitude and subject oriented test are conducted.

6.2.2 The date for interview is fixed as per the convenience of the University representative/ University Nominee, other subject experts and Management Committee members. The consolidated marks and the feedbacks are collected from the experts.

6.2.3 The rank ordering is done by the Management Committee. The College Management Board Members aim for reaching a consensus regarding the candidate to be selected keeping in mind her performance and the principle that candidates are selected primarily on the basis of merit.

6.2.4 The Province Councilor in charge of education submits the consolidated rank list of the candidates to the Provincial and her team (Wherever applicable). The one who stands first in the consolidated marks list is selected for the appointment by the President in consultation with the Management Selection Committee.

6.2.5 All the original certificates are returned after verification

6.2.6 The Provincial sends the list of the selected candidates to the Secretary who makes the appointment after entering into an agreement in the format meant for minority Colleges.

6.2.7 The Secretary gets in writing from the candidate an agreement form. (See Appendix for the model agreement form)

## **6.3 Selection of Principal**

As per UGC/ State Govt. norms. Refer Page -8 (G.O.Ms. 5)

## **6.4 Selection of Assistant Professor**

As per UGC/ State Govt. norms. Refer Page -5 (G.O.Ms. 5)

## **6.5 Selection of Associate Professor**

As per UGC/ State Govt. norms. Refer Page -6 (G.O.Ms. 5)

## **7. Joining Formalities**

On the date of joining, the Secretary along with Office Superintendent shall receive the new employee and verify all the documents mentioned below:

### **7.1 Document to be collected/submitted:**

- Service certificate from the previous place of employment
- Original mark sheets from College and School
- Additional Qualifications
- Last drawn salary slip / salary certificate if any
- PAN Card details/ Passport details where applicable
- Proof of address and date of birth
- Aadhar card
- Letter from Parish Priest if catholic
- Copy of the family card

7.2 Secretary should ensure the availability of the documents pertaining to joining formalities. and send all the statutory forms to the respective Office for forwarding to the government authorities.

7.3 Every new employee should fill a joining report, Personal details, and all applicable statutory forms on the date of joining the College in the prescribed formats. The Secretary should process the appropriate forms for being in order and file all the necessary documents in the employee's personal file.

7.4 The Secretary in consultation with the Office Superintendent should ensure that all new employees are registered in the attendance monitoring system, ERP portals and update manpower reports and database with all the details of the new employee.

7.5 The new employee shall fill the college authorized bank account opening application form and the account shall be opened in three days.

7.6 The new employee shall be allocated a place to work and all the necessary stationery in advance so that the new employee transitions smoothly into the workplace without any problem.



## **8. Probation, Promotion, Benefits and Leave Rules**

Refer As per UGC & State Government norms of page no – 38-48, 50 on G.O.Ms. 5, dated 11.01.2021

## **9. Induction**

### **9.1 Induction Process**

- 9.1.1 For induction, all the new employees should be inducted using the induction checklist as per the prescribed format by the Office Superintendent. The induction checklist shall be prepared in advance by the Office Superintendent.
- 9.1.2 The Principal will ensure the new employees submits the completion details of the induction program and review the report to ensure proper completion of the induction programme and the employee has fulfilled all the requirements of the College.
- 9.1.3 The Secretary during the induction process will inform the new employee about the probation appraisal process. The Office Superintendent will monitor closely the performance of the new employee.
- 9.1.4 The Secretary would facilitate the appraisal meeting where the Principal and the HOD would discuss his/her observations in detail with the probationer and highlight the strengths and specific areas that require improvements. The HOD will also record the assessment in the probationer's appraisal form.
- 9.1.5 The HOD will also discuss her assessment with the Principal and Secretary and share the recommendations. The management, based on feedback from HOD and Principal, will decide on confirmation, extension of probation or termination of services of the employee. In case of termination, the matter would be escalated to the Secretary/Chairperson and the course of action will be decided thereafter.
- 9.1.6 The Secretary shall ensure that an official letter is issued to the probationer within one week from the date he/she is due for confirmation.

## **10. Documentation**

- College application form
- Manpower request Form
- Interview evaluation Sheet
- Approval form
- Offer letter

- Selection committee report
- Appointment letter for permanent positions
- Joining report
- Exit interview format
- Service Register

## **11. Guidelines for Unaided (Self-Financed Staff):**

### **11.1 Selection Process:**

- 11.1.1 Applications are invited through advertisements in the local Dailies (Wherever applicable).
- 11.1.2 Whenever there is Centralized Selection of staff, the Secretary who is the Vice President of the Governing Body of the College sends out interview cards to all candidates who are qualified and have properly applied
- 11.1.3 It will be informed in the advertisements that candidates awaiting for the results of their qualified examination are not eligible.
- 11.1.4 In unaided courses, after the written test and interview, the selection of the candidate is done in consultation with the Principal & the HOD of the department. The appointment will be made by issuing an appointment order by the Secretary.
- 11.1.5 If and when the candidate accepts the post, an agreement between the management and candidate will be signed in the prescribed format. Past service in other institutions shall not be considered for the purpose of any monetary benefits. However exception can be made in consultation with the teaching sisters.
- 11.1.6 Probationary period is two years for faculty / staff.
- 11.1.7 Resignation or termination during the temporary period requires one month's prior notice on either side, or else, one-month salary has to be paid. (No exception to this norm shall be made)
- 11.1.8 Resignation of a permanent staff requires three months prior notice or three months salary is in lien shall be paid.
- 11.1.9 In both cases(d & e) exceptions can be done only in consultation with the Management Board
- 11.1.10 Service register should be opened and counter signed by the Secretary /Government officials when necessary.

## **12. Pay Fixation/ Benefits for Management Appointees and for Self-Finance Staff**

### **12.1 Rules and Regulations**

- 12.1.1 For the Teaching and Non-Teaching staff appointed by the Management, the Secretary/Principal and Office Superintendent in consultation with Management Board revises the Scale of pay once in every five years.
- 12.1.2 Pay fixation is done based on the norms fixed by the Province in dialogue with College Management Committee consisting of the Secretary/Principal/Vice Principal/Teaching Sisters.
- 12.1.3 Increment is given every year. EPF Contribution is made from both sides. It is subject to the maximum of Rs.1800/-from the Management.
- 12.1.4 EPF loan can be granted by maintaining due records.
- 12.1.5 The management staff are entitled to get Pongal Bonus/Onam Bonus as per the management norms.
- 12.1.6 Temporary staff are eligible for vacation salary, provided they have put in eight months of continuous service.

**Note:** Exception sought to the existing norms should be referred to the Province Animator.

### **12.2 Retirement Benefits (unaided staff)**

- 12.2.1 Age of retirement is as per the norms of each State.
- 12.2.2 50% of the last drawn salary (basic+ D.A.) is multiplied by the number of years of service is given to the retiring person.

#### **Category:**

- Retired/Voluntary resignation (5 years above)/VRS.

### **12.3 Leave Rules for Permanent Staff in SF Section**

#### **12.3.1 Maternity Leave:**

- Maternity leave can be availed after one year of service.
- 6 months of maternity leave is granted with salary.
- First 3 months substitute salary to be paid by the management.
- Next 3 months substitute salary to be paid by the staff concerned.

### 12.3.2 Medical Leave:

- Medical leave of 16 months in total service up to the retirement.
- Medical leave is sanctioned on medical grounds, when the person/family member is sick (Family members: Husband, Children, dependent parents and Father and Mother in law)
- Medical leave can be availed only after 5 years of continuous service.
  - 3 to 5 years: 1 month
  - 6 to 10 years: 2 months
  - 11 to 15 years: 3 months
  - 21-20 years: 4 months
  - 21 years and above 6 months.
- Candidate is eligible for 12 days of casual leave and 3 days of RH spread through January to December.

**Note:** RH can be availed as per the religion of the staff member..

### 12.3.3 Earned Leave:

- Earned leave of 180 days in total service up to the retirement. (Not cashable)
- 3 to 5 years: 30 days
- 6 to 10 years: 60 days
- 11 to 15 years: 90 days
- 16 to 20 years: 120 days
- 21 years and above 180 days can be availed

#### Conditions:

- This leave is granted for other than medical reasons. 6 days are allowed for every 12 months completion of service.
- This leave is independent and in addition to the medical leave.
- This leave should not be combined with medical leave.
- There should be 15 days of break before the combination of medical and earned leave.
- Substitute is appointed by the management and paid by concerned staff.
- This leave can be accumulated over the period of service.
- At a time, less than 10 days and more than 30 days of leave is not allowed.

- Unavailed leave will be exhausted at the time of retirement without cash benefit.
- The sanctioning of this leave is be by the Secretary in consultation with the Principal and Office Superintendent.

#### **12.4 Appointment in Leave Vacancies:**

- 12.4.1 An Interview is conducted for long leave vacancies (more than two months) as done for permanent and Self Financing vacancies.
- 12.4.2 The appointments are made from the available list of selected candidates if interviews have already been held for the post. While making such appointments, the rank order in the list of the selected candidates is adhered to.
- 12.4.3 For leave vacancies of two months and less, the Secretary in consultation with Principal, appoints the candidate.
- 12.4.4 The candidate on probation will be assessed not only for her teaching skills but also for her attitude and performance.
- 12.4.5 At the end of the leave period / academic year, such appointments have to be terminated

#### **12.5 Termination of Service**

- 12.5.1 Termination of service of a probationer is to be done on the basis of periodic assessment and performance of the staff during probation and records of this assessment are carefully maintained.
- 12.5.2 If a permanent teacher / non- teaching staff has to be terminated it can be done only after following the disciplinary action and proceedings stipulated by the Government.
- 12.5.3 For the candidate on probation / permanent, one/ three months notice or one / three month's salary is to be given by the Management / Candidate respectively before termination of service.
- 12.5.4 The Secretary gives the relieving order, submits one copy to the relieved employee, gets it signed by him/her and files the same.

#### **12.6 Promotion**

The following procedures should be followed for promotion. (wherever applicable we follow the government norms).

- 12.6.1 There is no automatic promotion in our college.
- 12.6.2 If more than one eligible candidate aspires for the same promotion, an interview is conducted only for them and the best among them is given promotion.

12.6.3 Any one aspiring for promotion within the institution must have at least five years of teaching experience.

12.6.4 For promotion within the institution, marks are given only for the teaching experience, performance, publication, patent/projects and continuous progress and not for their social background.

12.6.5 The senior faculty is promoted as HOD for a period of 3-5 years.

12.6.6 In Self Finance programmes the qualified faculty working for more than 10 years can be promoted as Associate Professor and it is valid only in SF stream which is applicable only to Holy Cross College (Autonomous), Nagercoil

### **12.7 Disciplinary Action / Suspension / Dismissal**

- A committee is constituted to study his/her case.
- An enquiry is held and the minutes are recorded.
- To suspend staff member, the norms of the Education department is followed
- An official record against the erring member is maintained. (ref. RTE art. 234.2)

### **12.8 Non-teaching Staff Selection Committee consists of the following:**

For the Non-Teaching Staff vacancy, appointment is done by a selection committee consisting of

- a. The councilor (for permanent posts)
- b. Secretary
- c. Principal/Vice Principal and Superintendent.
- d. Sister Junior Assistant/Officer Manager
- e. For all appointments one expert from outside.

### **12.9 Criteria/Norms for Selection**

12.9.1 Suitability of the person for the job

12.9.2 Personal qualifications in line with job requirements (minimum of one degree, English & Tamil typing with lower/higher qualification, Basic and Advanced computer knowledge.

12.9.3 Preference for

- Catholics
- Christians
- Non Christian, Backward classes and Minorities
- Others

**12.10 Appointment of Non -Teaching Staff:**

- 12.10.1 Any candidate seeking appointment as a non-teaching staff has to send in an application to the Secretary with relevant particulars.
- 12.10.2 The Secretary along with Office Superintendent conducts test on general knowledge, speed in typing English & Tamil and conducts interview and selects the candidates in consultation with the Principal & Office Superintendent.
- 12.10.3 The Secretary appoints the selected candidate and gets the necessary agreements signed by the new employee.
- 12.10.4 The appointment of non-teaching staff is on probation for one year.



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